

MAIL MERGE WORD 2010

1. Create Excel File with Titles for Columns
 2. Open Word
 3. Click on Mailings
 4. Click on Start Mail Merge
 5. Choose Step By Step Mail Merge Wizard
 6. Choose Labels
 7. Click Next: Starting Document
 8. Click use the Current Document
 9. Click Next: Select Recipients
 10. Click Browse to browse to Excel File
 11. Click OK, twice
 12. Click Next: Arrange your Labels
 13. Click More Items
 14. Insert Each Database Field on your Label
 15. Click on the first label
 16. Arrange Label by pressing enter to align fields on label as you want them to be printed out
 17. Click Update All Labels
 18. Click and Highlight all Label Rows
 19. Click on Home
 20. Select Center Alignment
 21. Click Update all Labels
 22. Click Next: Preview Your Labels
 23. Click Next: Complete The Merge
- You are ready to print your labels.